JOB DESCRIPTION

Coachella Valley Water District

TITLE: Office Assistant III

DEPARTMENT: Operations

SECTION: Operations

SRN: 22

Date: July 2007

REPORTING RELATIONSHIP:

Reports to: Director of Operations
Supervises the following positions: Not Applicable

DEFINITION: Under general supervision, performs a wide variety of administrative duties for the Operations Department and other related work as required. The Office Assistant III level is distinguished from the I and II levels by the expectation of increased independence and a complete skill set in office functions. The person in this position will be required to report to the Palm Desert location.

ESSENTIAL FUNCTIONS:

1. Accurately types letters, reports, forms, lists, schedules, financial and statistical data from rough drafts, notes or verbal instruction.

2. Maintains of a variety of records.

3. Answers Operations Department non-voice mail telephone calls and takes messages or routes calls as necessary. Answers questions and assists customers with problems or complaints.

4. Performs a variety of data entry work. Generates and removes work orders, Meter exchanges, Backflow test results, sorts and distributes work orders to appropriate departments.

5. Attends staff meetings and prepares meeting minutes.


7. Works closely with and assist Schedule Coordinator. May be required to perform the Schedule Coordinator’s duties when necessary.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way would be to have four
JOB DESCRIPTION

Office Assistant III – Page 2

years of increasingly responsible secretarial and clerical experience. Must be able to type at a speed of 50 wpm from copy. Strong computer skills are desirable.

MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Correct English usage, spelling, grammar, and punctuation.
- Modern office practices and procedures.
- Office machines and their operation, including typewriters, photocopy and computer work station.

Abilities:
- Perform word processing duties involving use of independent judgement and requiring accuracy and speed.
- Learn, interpret, and apply procedures and policies.
- Type at a speed of at least 50 words a minute from copy.
- Follow oral and written directions.
- Deal tactfully and courteously with customers.
- Establish and maintain cooperative working relations with those contacted in the course of work.
- Operate a computer work station.
- Operate a variety of photocopying equipment.

Education: High school diploma or equivalent. Office related courses are desired. College coursework is desirable.

PHYSICAL REQUIREMENTS:

Driving: None.

Sit for prolonged periods of time operating a computer workstation.

See Human Resources for physical assessment form.